

DEPARTMENT OF SOCIAL SERVICES  
744 P Street, Sacramento, CA 95814



March 23, 1983

FSD LETTER NO. 83-5

ALL-COUNTY LETTER NO. 83-24

TO: ALL COUNTY WELFARE DEPARTMENTS  
ALL DISTRICT ATTORNEYS  
ALL TITLE IV-D AGENCIES  
COUNTY AUDITORS  
WELFARE FISCAL SUPERVISORS  
ADMINISTRATIVE SERVICE OFFICERS

SUBJECT: REVISED CS 800 CLAIMING INSTRUCTIONS

This letter is to provide revised instructions for submission of the IV-D distribution/incentive claim (CS 800). These changes are designed to remedy long-standing problems in the timely processing of these claims and to expedite the payment of incentives to the counties.

Presently, all intracounty, intercounty and interstate AFDC related collections are reported monthly as one claim on the CS 800. From a processing standpoint this creates a bottleneck within the Department of Social Services as the intercounty/interstate collections must be processed by individual case within each collecting jurisdiction, which represents about 90 percent of state processing time. The end result is that the processing of intracounty collections, which represent approximately 90 percent of collections and the bulk of county incentives, are significantly delayed by approximately 10 percent of the total collections.

To alleviate this processing roadblock, intracounty collections will now be reported separately from intercounty/interstate collections as follows:

A. Intracounty Collections

1. Report monthly on a CS 800, Column 1 and Column 4 (see Example 1).
2. Attach intracounty payroll, CS 801, supporting the CS 800.
3. Separate by aid category (FG, U and FC).
4. Subtotal case counts by collection month.
5. Due eighth working day of the month following the month of distribution (i.e., April collections distributed in May are due eighth working day of June).

Reference: This updates Section 25-920.11 of the Fiscal Handbook.

B. Intercounty/Interstate Collections

1. Report quarterly on CS 800, Column 2, Column 3 and Column 4 (see Example 2).
2. Attach intercounty quarterly payroll, CS 801, supporting the CS 800, Column 2.
  - a. All intercounty collections must be subtotaled ~~separately by each case for the three months within the quarter and subtotaled~~ by each collection county. The case count is subtotaled by collection months (see Example 3).

Reference: This updates Section 25-920.12 of the Fiscal Handbook.

3. Attach interstate quarterly payroll supporting the CS 800, Column 3.
  - a. All interstate collections must be subtotaled ~~separately by each case for the three months within the quarter, subtotaled~~ by each collecting county and subtotaled by collecting state. The case count is subtotaled by collection months.

Reference: This updates Section 25-920.13 of the Fiscal Handbook.

4. Separate by aid category (FG, U and FC).
5. Due eighth working day of the month following the first month after the quarter, i.e., September quarter claim is due by the eighth working day of November.

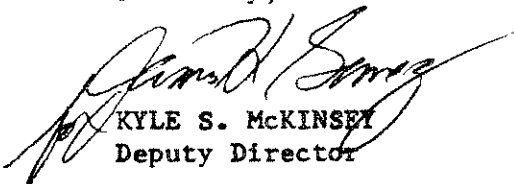
NOTE: These changes only affect the preparation of reports to the Department of Social Services. The actual monthly distribution process via the CS 278M remains intact.

In order to further facilitate the claiming process, prior fiscal year adjustments will now be incorporated and reported with current month collections. Current recoupment rates will be paid on collections for all years. It is no longer required that counties segregate these collections and report them on a separate CS 800 used in that particular fiscal year.

The effective date for implementation of the new procedures is July 1, 1983, (i.e., the first intracounty monthly claim for July 1983 is due the eighth working day of September 1983; and the first intercounty/interstate September 1983 quarter claim is due by the eighth working day of November 1983).

If you have any questions, please contact your Child Support Operations Bureau analyst at 916/322-6384.

Sincerely,



KYLE S. MCKINSEY  
Deputy Director

Attachments

**EXAMPLE 1****SUMMARY REPORT OF CHILD AND SPOUSAL SUPPORT PAYMENTS**

not use this revision for reporting collections made prior July 1, 1980. Round all figures to the nearest dollar.)

- ☒ Family Group (FG)  
☐ Unemployed(U)  
☐ Foster Care (FC)  
(Federal and Non-Federal)  
☐ Emergency Assistance

COUNTY **XXXXXXXXXXXXXX** MONTH/ YEAR **September 1983**

FOR STATE USE			
<input type="checkbox"/> DSS	<input type="checkbox"/> COUNTY WELFARE	<input type="checkbox"/> COUNTY AUDITOR	<input type="checkbox"/> DISTRICT ATTORNEY
COUNTY CODE			
MONTH			
FISCAL YEAR STATUS			
TOTAL COLLECTIONS			

	COLUMN 1		COLUMN 2		COLUMN 3		COLUMN 4	
	INTRACOUNTY		INTERCOUNTY		INTERSTATE		TOTAL	
A. COLLECTIONS AND DISBURSEMENT	Distribution	Case Count	Distribution	Case Count	Distribution	Case Count	Columns 1 thru 3	
1. Amount collected for disbursement	\$50,000.00	500					\$50,000.00	500
2. Pass-on remitted to family	0	0					0	0
3. Recoupment eligible for Incentive	\$50,000.00						\$50,000.00	
4. Recoupment unassigned	0						0	
5. Recoupment non Fed F.C.	0	0					0	0
6. Total recoupment (A3 + A4 + A5)	\$50,000.00						\$50,000.00	
7. Excess remitted to family	0	0					0	0

**B. RECOUPMENT -- CURRENT AND PRIOR****CASE COUNT**

1. Current	\$50,000.00		(CS 801)
2. Prior	0	0	(CS 801) (Case count: CS 801 prior month collection column)
3. Total Recoupment	\$50,000.00		(Column 4, Line 6)

**TO BE COMPLETED AT COUNTY OPTION****C. REPAYMENT COMPUTATION**

1. FG or U Recoupment only  
(Column 4, Line A3 + A4)
2. F.C. Federal Recoupment only  
(Column 4, Line A3 + A4)
3. F.C. (Non-Federal) Recoupment only  
(Column 4, Line A5)
4. Emergency Assistance

FEDERAL	STATE	COUNTY	TOTAL (Columns 1 thru 3)

**D. INCENTIVE COMPUTATION**

1. Line A3 x Federal Incentive

2. Line A3 x State Incentive

For Claiming County	To Collecting County	To Collecting State	TOTAL (Columns 1 thru 3)

I HEREBY CERTIFY, under penalty of perjury, that I am the official responsible for the distribution of AFDC Child Support Collections in and for aforesaid county; that I have not violated any of the provisions of Sections 1090 to 1096, inclusive, of the Government Code; that the distribution of child support collections reflected herein have been made in accordance with all provisions of the Welfare and Institutions Code and the rules and regulations of the State Department of Social Services.

SIGNATURE OF COUNTY OR DISTRICT ATTORNEY

DATE

I HEREBY CERTIFY, under penalty of perjury, that I am the officer in aforesaid county responsible for the examination and settlement of accounts; that I have not violated any of the provisions of Sections 1090 to 1096, inclusive, of the Government Code; that the amounts reflected herein are in accordance with authorizations for the Child Support Enforcement Program made by the county; that said amounts correctly reflect Federal Shares in the Distribution reflected and that warrants therefore have been issued according to law and the rules and regulations of the State Department of Social Services.

SIGNATURE OF COUNTY AUDITOR OR CONTROLLER

DATE

**EXAMPLE 2****SUMMARY REPORT OF CHILD AND SPOUSAL SUPPORT PAYMENTS**

(Do not use this revision for reporting collections made prior to July 1, 1980. Round all figures to the nearest dollar.)

- ☒ Family Group (FG)  
☐ Unemployed(U)  
☐ Foster Care (FC)  
(Federal and Non-Federal)  
☐ Emergency Assistance

COUNTY **XXXXXXXXXXXX** MONTH YEAR **Sept. Quarter 1983**

**FOR STATE USE**

☐ DSS ☐ COUNTY WELFARE ☐ COUNTY AUDITOR ☐ DISTRICT ATTORNEY

COUNTY CODE

MONTH

FISCAL YEAR/STATUS

TOTAL COLLECTIONS

	COLUMN 1		COLUMN 2		COLUMN 3		COLUMN 4	
A. COLLECTIONS AND DISBURSEMENT	INTRACOUNTY		INTERCOUNTY		INTERSTATE		TOTAL	
	Distribution	Case Count	Distribution	Case Count	Distribution	Case Count	Columns 1 thru 3	
1. Amount collected for disbursement			\$10,000.00	150	\$2,200.00	30	\$12,200.00	180
2. Pass-on remitted to family			0	0	0	0	0	0
3. Recoupment eligible for Incentive			\$10,000.00		\$2,200.00		\$12,200.00	
4. Recoupment unassigned			0		0		0	
5. Recoupment non-Fed F.C.			0	0			0	0
6. Total recoupment (A3 + A4 + A5)			\$10,000.00		\$2,200.00		\$12,200.00	
7. Excess remitted to family			0	0	0	0	0	0

**B. RECOUPMENT — CURRENT AND PRIOR****CASE COUNT**

1. Current	\$12,200.00		(CS 801)
2. Prior	0	0	(CS 801) (Case count: CS 801 prior month collection column)
3. Total Recoupment	\$12,200.00		(Column 4, Line 6)

**TO BE COMPLETED AT COUNTY OPTION****C. REPAYMENT COMPUTATION**

	FEDERAL	STATE	COUNTY	TOTAL (Columns 1 thru 3)
1. FG or U Recoupment only (Column 4, Line A3 + A4)				
2. F.C. Federal Recoupment only (Column 4, Line A3 + A4)				
3. F.C. (Non-Federal) Recoupment only (Column 4, Line A5)				
4. Emergency Assistance				

**D. INCENTIVE COMPUTATION**

	For Claiming County	To Collecting County	To Collecting State	TOTAL (Columns 1 thru 3)
1. Line A3 x Federal Incentive				
			For Claiming County	
2. Line A3 x State Incentive				

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SIGNATURE OF COUNTY OR DISTRICT ATTORNEY

DATE

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SIGNATURE OF COUNTY AUDITOR OR CONTROLLER

DATE

**CHILD AND SPOUSAL SUPPORT PAYROLL FORM  
FOR COLLECTIONS AND DISBURSEMENT**

Do not use this revision for reporting collections made prior to July 1, 1979.

COLLECTED BY		COLLECTOR
<input type="checkbox"/> INTRACOUNTY	<b>XX-XX</b>	<b>XX-XXX</b>
<input checked="" type="checkbox"/> INTERCOUNTY		
<input type="checkbox"/> INTERSTATE		

COUNTY NAME	MONTH YEAR
XX-XXX	9/83 Quarter
NON-FED FUND	EMERGENCY ASSISTANCE

[illegible]